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29 March 1951

MEMORANDUM FOR: DEPUTY DIRECTOR FOR ADMINISTRATION/CIA  
VIA: ADPC  
SUBJECT: Organization for Research and Development  
at OPC and CIA Staff Levels.

PROBLEM:

To review the organization for research and development at OPC and CIA staff levels and to make appropriate recommendations as a result thereof.

DISCUSSION:

1. The Research and Development Branch of the Logistical and Administrative Staff of OPC has a presently authorized strength of 29 people. At the present time, it has an actual strength of 12 people and is occupying 1,066 sq. ft. of office floor space in Quarters Eye. Action is presently in process to bring this Branch to its authorized strength at the earliest opportunity, at which time approximately 3,000 sq. ft. of floor space will be required.

2. Within OPC, the Research and Development Branch is responsible for the evaluation and coordination of all research and development requirements of the operating divisions; for the determination of functional characteristics inherent in such requirements; and for the initiation of action, through the CIA Procurement Office, to satisfy them.

3. In accordance with the provisions of CIA Regulation   the Procurement Office, CIA, is responsible for the procurement of materials and supplies required for all Agency activities. This includes responsibility for procurement for research and development purposes. Collaterally, it would appear that responsibility for providing general supervision and control

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as well as

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as well as technical inspection, surveillance, and direction incident to CIA research and development activities, should normally be provided for at the same level of organization.

4. Because of a lack of technically proficient personnel, it is believed that the CIA Staff has at present limited capability to assume any responsibility to provide general supervision and control of R&D activities at the CIA level. For this reason, the Research and Development Branch of the Logistical and Administrative Staff of OPC has exercised, in behalf of CIA, the additional responsibility of providing liaison in technical matters between CIA and outside agencies engaged in research and development, including miscellaneous inspection, surveillance, and technical direction services which would normally be provided for by a research and development organization at the CIA level.

5. The fact that the Research and Development Branch has, with its present limited personnel and facilities, discharged these additional responsibilities has mitigated against the full and effective discharge of those responsibilities referred to in Paragraph 2 above.

6. In order to provide for the discharge of R&D activities both at the OPC level and at the CIA level, either the present Research and Development Branch within OPC should be substantially expanded both in authorized personnel and facilities or else a Research and Development Staff should be organized and established at the CIA level to provide for the effective supervision and control (including technical inspection, surveillance, and technical direction) of Agency-wide research and development activities.

7. It appears to this office that there is a need for a Research and Development Staff at the CIA level to provide such supervision and control for the reason that there are agencies other than OPC which are engaged in such activities. These agencies include OAD/OSO and the Communications Division.

8. Although it would be possible for OPC to discharge research and development responsibilities for OAD, the Communications Division and CIA, it is not believed that to do this would be sound organically, desirable because of the multiplicity of interests, or compatible with the present concept of assignment of responsibility at the CIA Staff level.

9. Insofar as

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9. Insofar as this office is concerned, the optimum organization for research and development within CIA should provide for:

a. The discharge of OPC Staff R&D activities which are related to the evaluation and coordination of research and development requirements of the operational divisions; to the determination of functional characteristics inherent in such requirements; and to the initiation of action to satisfy them.

b. The supervision and control of Agency-wide research and development.

10. It is believed that a small staff of research and development personnel would be adequate to discharge R&D responsibilities within OPC. The number and qualifications of such personnel and those at other levels would naturally depend upon the final determination of the scope of activities of OPC, OAD, and CIA in this field and should be tentatively arrived at in collaborative discussion by all concerned. It is believed that the number required by OPC, were a Research and Development organization to be established at the CIA level, would be sufficiently small to be able to make available to CIA, as a nucleus, a limited number of personnel from within the R&D Branch of OPC who could be utilized in the establishment of such an organization at the CIA level.

CONCLUSIONS:

It is, therefore, concluded that:

a. A small Research and Development Staff should be continued in effect in OPC (and in OAD and the Communications Division) for the evaluation and coordination of research and development requirements of the operating divisions; for the determination of functional characteristics inherent in such requirements; and for the initiation of action to satisfy them.

b. A Research and Development Staff should be organized and established at the CIA level to provide for the general supervision and control (including technical inspection, surveillance, and direction) of Agency-wide research and development activities within CIA.

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RECOMMENDATION:

It is recommended that an ad hoc committee consisting of representatives of OPC, OSO, the Communications Division, and CIA be established to work out the details relating to the above conclusions and to submit to you specific recommendations concerning their effectuation.

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Chief, Administration and  
Logistics

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